



## **CITY OF SANTA FE PLANNING AND LAND USE PERMIT AND DEVELOPMENT REVIEW EARLY NEIGHBORHOOD NOTIFICATION PROCEDURES**

This checklist is intended to assist the applicant for development and neighbors to satisfy the requirements of The Early Neighborhood Notification, ENN Ordinances. This outlines specific procedures to be followed prior to the City accepting applications for development.

Please review the information contained herein to begin the ENN process:

1. ENN Frequently Asked Questions and Answers (*Pages 2 & 3*)
2. Pre-application Review (*Page 4*)
3. Submittals (*Page 5*)
  - a. Request for Staff Attendance (*Page 6*)
  - b. Sample parcel map (*Page 7*)
  - c. Notification Guidelines (*Pages 8 & 9*)
  - d. Mailing Log (*Page 14*)
4. Early Posting, Mailing, and E-mailing Instructions (*Page 10*)
  - a. Sample of Notice "Early Neighborhood Meeting" (*Page 11*)
  - b. Certificate of ENN Notice, Mailing, E-mailing and Posting Affidavit (*Page 12*)
5. Planning the ENN meeting (*Page 13*)
  - a. Sign in Sheet (*Page 15*)
6. Request an updated Planning Commission and Board of Adjustment public hearing schedule from Land Use Office.

The information contained herein is not to be interpreted as a complete and accurate account of the ENN ordinances. The applicant is advised to refer to Chapter XIV, SFCC for a complete representation of all city laws pertaining to Early Neighborhood Notification.

Please contact Greg Smith or Monica Montoya, Permit and Development Review Division at (505) 955-6822 to answer any questions regarding the contents herein or to begin the ENN process.

Sincerely,

Daniel A. Esquibel,  
Land Use Planner Senior



## **EARLY NEIGHBORHOOD NOTIFICATION FREQUENTLY ASKED QUESTIONS**

### ***What is the Early Neighborhood Notification (ENN) Ordinance?***

The Early Neighborhood Notification (ENN) Ordinance was approved by the Santa Fe City Council in March 1999 and amended in February 2002.

The notice and discussion process established by the ENN is intended to provide for an exchange of information between prospective development project applicants and the people who will be neighbors to the project before plans become too firm for the applicant to respond meaningfully to community input. The ENN applies to many types of development projects that go before the city's Planning Commission and Board of Adjustment.

### ***Which projects are subject to ENN provisions?***

In general, projects that require public hearings before the Board of Adjustment or Planning Commission are covered by the ENN ordinance. That includes all annexations, rezoning(s), general plan amendments and subdivisions. It also includes most development plan applications, variances and special exceptions.

The ENN regulations also expand the authority of the Planning Commission to review development plans for major projects. Thresholds for the development plan review:

- Projects that have a floor area of 10,000 square feet or greater and which are located within a residential zone district, or within 200 feet of a residential district.
- Projects that have a floor area of 30,000 square feet or greater within any zoning district.

### ***Which projects are exempted from the provision of ENN?***

Several types of projects are specifically exempted from ENN provisions:

- Special exceptions for individual mobile homes.
- Parking variance applications involving a reduction of five or fewer spaces.
- Development plans for projects that involve less than 30,000 square feet, and which are located in I-1 zones. See the I-1 district regulations for specific provisions regarding development plan requirements.
- Variance requests for construction or modification of an individual single-family dwelling or appurtenant accessory structures.

### ***What does ENN require?***

**The pre-application meeting:** Prospective applicants for certain projects are required to hold a pre-application meeting with neighbors before filing their application with the city.

The applicant is required to notify registered neighborhood associations both through the mail and by e-mail to those neighborhood associations which have registered their e-mail address with the City Planning Division. The applicant is also required to mail notice of a pre-application meeting to the owners of property, and all addresses within 200 feet of the project site. This meeting provides an opportunity for public dialogue with the applicant, and the applicant may choose to make adjustments to his or her proposal based on public input. However, final approval or denial of the project is decided by city decision-making bodies at a subsequent public meeting. Notice of the subsequent meeting before the Planning Commission or Board of Adjustment will be mailed to those who received notice of the pre-application meeting.

The applicant should bring information and plans to the pre-application meeting to show how the project would be developed. The applicant will also provide information about the ENN process, and will bring a sign-in sheet to document the occurrence of the meeting. Signing the sign-in sheet indicates presence at the pre-application meeting; it does not necessarily indicate agreement with the project proposal.

City staff attends the pre-application meeting to acquaint the applicant and community with provisions of city ordinances, applicable requirements of city codes and the development review process, and to facilitate or mediate the meeting if necessary.

**The early notification guidelines:**

At the meeting a set of eleven early notification guidelines shall be used to assist the applicant and neighbors in discussing the potential impacts of the proposed development. These guidelines are listed on the attached Early Notification Guidelines handout.

**Information provided to the city:**

The applicant shall provide written responses to each of these guidelines, as applicable to the project, to the city's Planning Commission or Board of Adjustment as part of the project application.

Residents, neighborhood groups and/or other citizens may submit their own responses to the Planning Commission or the Board of Adjustment regarding the proposal and its potential impacts. Responses should clearly contain the name of the proposed development and can be sent to:

Land Use Department  
City of Santa Fe  
P.O. Box 909, Santa Fe, NM 87504-0909

The responses of both the applicant and the neighbors regarding the proposed development are important in providing the city's decision-making bodies with a fuller understanding of the issues surrounding the proposed project.

**Who to contact:** For more information regarding the ENN process, or for other information, please call Greg Smith or Daniel A. Esquibel at the Land Use Department of the City of Santa Fe at 955-6585.



## PRE-APPLICATION REVIEW

The applicant is advised to design within the limits of Chapter 14, SFCC 1987 and City policies and objectives. Copies of Chapter 14 can be obtained from The City Clerk's office or on line at [www.santafenm.gov](http://www.santafenm.gov)

In most cases, a pre-application meeting with the Development Review Team, DRT, or appropriate city staff will be required to assure that the eventual application for development reflects as complete a submission as possible. The pre-application enables the City and the applicant to review applicable codes, review process, submittal requirements and other issues on a preliminary basis.

Applicable development codes vary depending on the application type. The most common areas of review are:

**Land Management** – Legal creation of the subject lot, identifies relevance of easements and specific interest of the City in the site or adjacent lands.

**Case Management** – Applicable zoning and development requirements.

**Architectural Design Review** – Building design and site design requirements.

**Wastewater Management** – Sewer capacity, supply points for industrial pre-treatment, possible extension of off-site sewer.

**Landscaping** – Landscaping design requirements.

**Terrain Management** – Buildable areas, grading, stormwater management, flood plain. management, erosion/sediment control and escarpment overlay issues.

**Engineering** – Subdivision and site engineering issues; ie, infrastructure.

**Water Quality** (Formally Sangre de Cristo) – Water availability.

**Traffic** – On-site and off-site traffic impact.

**Fire** – Fire, life safety.

**Housing Opportunity Program**, Inclusionary Zoning, affordable housing.

Contact the Land Use Department at 955-6822 for a list of the DRT members or for scheduling a pre-application meeting with the DRT.



## SUBMITTALS

Applicants for development are required to submit the following information to the Development Review Division prior to scheduling an ENN meeting date:

1. Request for Staff Attendance at ENN Meeting form. (*Refer to pg. 6*)
2. County Parcel Map. (*Sample on pg. 7*) Available at County Assessors Office, 102 Grant Avenue. Depict parcels within 200 feet of subject parcel excluding R-O-W.
3. Mailing Log. (*Refer to pg. 8*) List the following information on the mailing log through the use of County Assessors parcel map, tax records and field survey:
  - ☐ Lot/Tract Reference No. List parcel map reference number. Alternate numbering system may be used as a cross reference.
  - ☐ Physical address of properties 200 feet, excluding right-of-way, of the project site. (*A recommended method of identifying physical addresses is to conduct a field survey.*)
  - ☐ Property owner of record.
  - ☐ Property owner mailing address if different from physical address.
  - ☐ Registered Neighborhood Association. (*Name, address and e-mail address of neighborhood association can be obtained from city staff.*)
  - ☐ Tenant name if known.

**NOTE:** This information will be used again at the public hearing level.

4. Early Notification Guidelines. Complete responses to guidelines which are adopted for use by citizens and neighborhood groups in meeting with applicants of development projects. (*Refer to pg. 9 & 10*)
5. Preliminary ENN notice letter. (*Refer to pg. 12*)
6. Vicinity map
7. Site Plan
8. Lot of Record information pertaining to subject property



For Staff:

ENN 200 \_\_\_\_\_ - \_\_\_\_\_

Poster completed \_\_\_\_\_

Mailing log verified \_\_\_\_\_

## REQUEST FOR STAFF ATTENDANCE AT ENN MEETING

**MEETING MUST BE COORDINATED WITH THE CITY TO ASSURE STAFF ATTENDANCE. VITALS OUTLINED ON PAGE 5 MUST ACCOMPANY THIS APPLICATION BEFORE THE SCHEDULE STAFF FOR ENN MEETINGS.**

**DEVELOPMENT/PROJECT NAME:**

same shall name be used though out the ENN & application submittal process or new ENN required.)

**PROJECT LOCATION/ADDRESS:**

attach vicinity map and site plan)

**LOCATION TYPE:**

General Plan Amendment From \_\_\_\_\_ To \_\_\_\_\_

zoning: From \_\_\_\_\_ To \_\_\_\_\_

Preliminary Development Plan

Final Development Plan

Development Plan

Amended Development Plan

☐ Annexation:

☐ Preliminary Subdivision: Number of lots \_\_\_\_\_

☐ Final Subdivision: Number of lots \_\_\_\_\_

☐ Variance

☐ Special Exception

☐ Other

Project description \_\_\_\_\_

**DEVELOPMENT/PROJECT INFORMATION:**

Neighborhood Association/s w/in 200' of project (exclude R-O-W) \_\_\_\_\_

Page: \_\_\_\_\_ Zone District: \_\_\_\_\_

of Pre-application meeting with the Development Review Team, DRT: \_\_\_\_\_

**APPLICANT/OWNER INFORMATION:**

NAME: \_\_\_\_\_ Address: \_\_\_\_\_ PHONE: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

**PROPOSED ENN MEETING DATES: (Provide three (3) options)**

Preferred Option

Alternative 1

Alternative 2

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

# **SAMPLE PARCEL MAP**

## **CITY OF SANTA FE EARLY NOTIFICATION GUIDELINES**

The following early notification guidelines are adopted for use by citizens and neighborhood groups in meeting with applicants of development projects:

**(1) Effect on character and appearance of the surrounding neighborhoods.**

Where applicable, the applicant shall state how existing City Code requirements for architectural design review, historic districts, lighting, signs, telecommunications, open space, landscaping, trails, parks, and the BCD regulations are met. Considerations may include, but are not limited to: the number of stories of buildings, the average setbacks, the mass and scale of the project, architectural style of any construction, landscaping, lighting, access to public places, open spaces and trails.

**(2) Effect on protection of the physical environment.**

Where applicable, the applicant shall state how existing City Code requirements and adopted plans for terrain management, escarpment, landscape, BCD, architectural design, open space and trails, and flood control regulations are met. Considerations may include, but are not limited to: existing tree cover, existing open space, rivers, arroyos, flood plains, rock outcroppings, escarpments, trash generation, lighting, fire risk, use of hazardous materials, whether the project involves easements, density transfers or other legal mechanisms which results in open space or other environmental protection.

**(3) Impacts on any prehistoric, historic, archaeological or cultural sites or structures, including acequias and the historic downtown.**

Where applicable, the applicant shall state how existing City Code requirements for BCD, the historic districts and the archeological review are met. Considerations may include, but are not limited to: the project's compatibility with any historic or cultural sites located on the property where the project is proposed.

**(4) Relationship to existing density and land use within the surrounding area and with the land uses and densities proposed by the City General Plan.**

Where applicable, the applicant shall state how existing City Code requirements for annexation and rezoning, the historic districts, and the future land use map of the General Plan and other policies are met.

**(5) Effects upon parking, traffic patterns, congestion, pedestrian safety, impacts of the project on the flow of pedestrian or vehicular traffic and provision of access for the disabled, children, low-income and elderly to services.**

Where applicable, the applicant shall state how the provisions for existing City Code requirements for parking, the American with Disabilities Act, future land use and streets map of the City General Plan and other policies and traffic studies are met. Considerations may include, but are not limited to: increased access to public transportation and public transportation corridors, effects of design or services provided on traffic in the neighborhood and citywide; whether the project helps in the equitable distribution of traffic citywide, reduces overall travel distance and/or encourages alternate transportation modes; traffic mitigation measures including changes in flow of pedestrian and vehicular traffic, cumulative traffic impacts, and enhancement of transit options. Additional considerations may include pedestrian access to destinations and new or improved pedestrian trails, and to recreational and cultural activities and human and educational services.



**(6) Impact upon the economic base of Santa Fe.**

Where applicable, the applicant shall state how the provisions for the city's economic development plan and the City General Plan are met. Considerations may include, but are not limited to: availability of jobs to Santa Fe residents; whether or how the project promotes and encourages businesses consistent with the city's economic development plan and compatible with neighborhood livability; market impacts on local businesses and potential displacement of local property and business owners; and how the project supports economic development efforts to improve living standards of neighborhoods and their businesses.

**(7) Effect upon availability of affordable housing and availability of housing choices for all Santa Fe residents.**

Where applicable, the applicant shall state how existing City Code requirements for inclusionary zoning and the policies of the City General Plan are met. Considerations may include, but are not limited to: creation, retention or improvement of affordable housing; how the project contributes to meeting the needs for various housing types (serving different age, incomes and family sizes) to maintain the unique heterogeneous character of the city; whether or how the project increases or decreases the supply of housing for which there is an identified need; whether the project contributes to a more even distribution of this housing throughout the city; the creation or retention of affordable business space, whether or how the project increases the availability of all housing types close to the city center or neighborhood centers.

**(8) Effect upon public services such as fire, police protection, school services and other public services or infrastructure elements such as water, power, sewer, communications, bus systems, commuter or other services or facilities.**

Where applicable, the applicant shall state how requirements established by the City General Plan and by the existing City Code for the telecommunications and impact fee ordinance, and city and utility company requirements are met. Considerations may include, but are not limited to: whether or how the project maximizes the efficient use or improvement of existing public infrastructure and services; and whether the project will contribute to the improvement of existing public infrastructure and services.

**(9) Impacts upon water supply, availability and conservation methods.**

Where applicable, the applicant shall state how existing City Code requirements for landscaping, water and sewer availability statements, water conservation, and policies of the city's water company are met. Considerations may include, but are not limited to: conservation and mitigation measures; efficient use of distribution lines and resources; and whether or how the construction or use of the project may affect water quality and supplies.

**(10) Effect on opportunities for community integration and social balance through mixed land use, pedestrian oriented design, and linkages among neighborhoods and recreational activity and employment centers.**

Where applicable, the applicant shall state how the existing requirements and policies as set forth in the City General Plan and zoning district ordinances are met. Considerations may include, but are not limited to: how the project improves opportunities for community integration and balance through mixed land uses, neighborhood centers and/or pedestrian-oriented design.

**(11) Effect upon Santa Fe's Urban form.**

Where applicable, the applicant shall state how the policies of the existing City General Plan are met.



## POSTING AND MAILING INSTRUCTIONS

An official ENN meeting date and time will be scheduled by City staff upon verification of submittals. Once meeting date is scheduled, proceed with the following steps:

**MAILING INSTRUCTIONS:** The final approved meeting notice must be mailed at least **fourteen (14) calendar days** prior to the scheduled ENN meeting date to registered neighborhood associations, property owners and physical addresses within 200 feet excluding R-O-W of the project site. Attach the vicinity map and site plan. **CERTIFIED MAIL IS NOT REQUIRED.**

**E-MAIL INSTRUCTIONS:** Neighborhood associations within 200 feet excluding R-O-W of the project site which have registered their e-mail addresses with the City Planning Division must receive the final approved meeting notice via e-mail at least Fifteen (15) calendar days prior to the scheduled ENN meeting.

### **POSTING INSTRUCTIONS:**

The subject property must be posted with a sign provided by the City at least **fifteen (15) calendar days** prior to scheduled ENN meeting. It is the responsibility of the applicant to assure that poster is clearly visible and maintained for the entire prescribed posting period.

A \$20.00 fee will be charged for the poster.

### **CERTIFICATE OF MAILING, E-MAILING AND POSTING**

Complete and submit the Certificate of Mailing, E-mailing and Posting Affidavit to city staff once all procedures outlined above have been satisfied. (*Refer to pg. 13 of 17*)

**SAMPLE OF NOTICE  
EARLY NEIGHBORHOOD NOTIFICATION MEETING**

<< Date>>

<<Address Block>>

RE: EARLY NEIGHBORHOOD NOTIFICATION MEETING

Dear \_\_\_\_\_ :

In accordance with the requirements of the City of Santa Fe's Early Neighborhood Notification ordinance, this is to inform you that a meeting is scheduled for ***INSERT DAY OF WEEK, INSERT DATE, at INSERT TIME, INSERT LOCATION OF MEETING, to discuss INSERT DETAILED PROJECT DESCRIPTION. IF APPLICABLE, DESCRIBE PROPOSED VARIANCES.***

The Early Neighborhood Notification ordinance provides for an exchange of information between prospective applicants for development projects and the people who will be neighbors to the project.

Attached, please find a vicinity map and proposed site plan. If you have any questions or comments, please contact ***INSERT APPLICANT NAME AND PHONE NUMBER.***

Sincerely,

***APPLICANT***

Attachments:

Vicinity map

Site plan

**CERTIFICATE OF ENN NOTICE**  
***MAILING, E-MAILING AND POSTING AFFIDAVIT***

Project Name: \_\_\_\_\_

I hereby certify that the attached notice of Early Neighborhood Notification meeting was mailed to property owners, tenants and registered neighborhood associations within 200 feet of the proposed project site. Notices were mailed on \_\_\_\_\_, 200\_\_.

I hereby certify that the attached notice of Early Neighborhood Notification meeting was sent via e-mail to registered neighborhood associations within 200 feet excluding R-O-W of the proposed project site. Notices were e-mailed on \_\_\_\_\_, 200\_\_.

I hereby certify that the subject property was posted with a sign provided by the City on \_\_\_\_\_, 200\_\_. The sign was placed in a prominent position in public view.

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
Applicant Signature

STATE OF NEW MEXICO)  
  )  
COUNTY OF SANTA FE )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

## PLANNING THE EARLY NEIGHBORHOOD MEETING

### **Where should the ENN meeting be held?**

When planning a location for the ENN meeting, consider that the facility should be easily accessible by those who attend. The location should meet the accessibility requirements of Chapter 14, SFCC. Parking should be within close proximity. Choose a neutral location.

### **What should be discussed?**

The neighborhood meeting provides an opportunity for the applicant and neighbors to review the proposed plans for development and discuss the project's impact on the community.

Additionally, the ENN regulations include eleven specific areas to be discussed, and directs the applicant to provide a short written narrative statement for areas of the guidelines that are relevant to the project. Applicant statements are also provided to the Planning Commission or Board of Adjustment. A sample of Early Neighborhood Guidelines are attached.

The following can be used as a guide for meeting events.

**INTRODUCTION** *Introduce yourself and affiliation with the application. Distribute sign in sheet. (Refer to pg. 12 of 16)*

**INTRODUCTION OF CITY STAFF** *Staff describes the ENN process and explains role at the ENN meeting and throughout development review process.*

**PROJECT DESCRIPTION** *Present proposed development application. Discuss plans, elevations or renderings, site design and landscaping, traffic patterns, development codes, and other issues related to application.*

**DISCUSSION OF ENN GUIDELINES** *Review the eleven areas of impact*

**QUESTIONS OF AUDIENCE** *Answer questions of attendees*

**ADJOURNMENT**

[illegible]

**Project Name:** \_\_\_\_\_

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Updated August 28, 2007

City of Santa Fe



New Mexico

# CITY OF SANTA FE

## EARLY NEIGHBORHOOD NOTIFICATION MEETING SIGN-IN SHEET

Development Name	_____
Meeting Date	_____ Time: _____ Meeting Location _____

	Name	Address	Phone #/E-mail
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☒ If Applicant's Representative

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**FOR CITY USE:** I hereby certify that the ENN meeting for the above named development took place at the time and place indicated.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date